



STATE OF MARYLAND

## Community Health Resources Commission

45 Calvert Street, Annapolis, MD 21401, Room 336

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Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor

John A. Hurson, Chairman – Nelson Sabatini, Vice Chairman – Mark Luckner, Executive Director

### **Solicitation: Graduate Research Assistant, Health Enterprise Zones (HEZ) Initiative**

**Overview:** The main purpose of this position is to assist the HEZ Project team with program implementation, data collection, and analysis activities. The minimum requirements include a bachelor's degree with coursework and/or skills/interest in public health programs design and implementation, preventive health, health policy, health disparities, data collection, and data analysis. Familiarity with Microsoft Word, Excel, and PowerPoint is required, and strong writing skills are required. Experience with a statistical package (e.g., SAS, SPSS, STATA) is preferred. The Graduate Research Assistant will work 20 hours per week for approximately 24 weeks under supervision of the HEZ Project Director.

Specific duties will include:

- Conducting web based literature searches and summarizing findings
- Assisting with primary and secondary data analysis to determine HEZ population trends and needs
- Conducting policy research and analysis
- Assisting with the preparation of official correspondence, reports, position papers, policy briefs and other documents, including tables, charts, and graphics summarizing the HEZs
- Preparing HEZ site visit and meeting materials, reports and summaries
- Attending site visits and HEZ meetings
- Providing staff support to the HEZ Project team
- Completing other duties as assigned

**As an Independent Candidate to Bid on this Solicitation:** Please submit a one-page letter/document that includes the following information:

- Name, Organization, and contact information (Mailing address, Telephone, Email); and
- Relevant experience.

Responses should be provided in electronic format and returned to Edith Budd at [edith.budd@maryland.gov](mailto:edith.budd@maryland.gov) no later than 3:00 p.m., Friday, November 21, 2014.